

AGENDA

COMMITTEE ON COMMUNITY IMPROVEMENT

April 06, 2021

**Aldermen Cavanaugh, O'Neil,
Sapienza, Roy, Porter**

5:00 p.m.

**Online Virtual Meeting
Call +1 (312) 757-3121 and enter
Access Code: 250-184-973
when prompted**

1. Chairman Cavanaugh calls the meeting to order.
2. Due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Committee is authorized to meet electronically.
3. The Clerk calls the roll.
4. Amending resolution and budget authorization providing for the acceptance and expenditure of funds in the amount of \$14,155 for CIP 610020 Housing First.
Gentlemen, what is your pleasure?
5. Amending resolution and budget authorization providing for the acceptance and expenditure of funds in the amount of \$575,000 for CIP 713721 Storage Shed.
Gentlemen, what is your pleasure?
6. Amending resolution and budget authorizations providing for the transfer and expenditure of funds in the amount of \$13,581.06 to CIP 411421 Radiological Emergency Preparedness.
Gentlemen, what is your pleasure?

7. Amending resolution and budget authorizations providing for the transfer and expenditure of funds in the amount of \$750,000 to CIP 810121 Affordable Housing Initiatives due to the withdrawal of the application from Veteran's Northeast Outreach Center for a transitional housing project at 284 Hanover Street.
Gentlemen, what is your pleasure?
8. Bond resolution and budget authorization providing for the acceptance and expenditure of funds in the amount of \$179,000 for CIP 713821 FY2022 Vehicles (MWW).
Gentlemen, what is your pleasure?
9. Bond resolution and budget authorization providing for the acceptance and expenditure of funds in the amount of \$640,000 for CIP 713921 FY2022 Vehicles (MWW).
Gentlemen, what is your pleasure?
10. Bond resolution and budget authorization providing for the acceptance and expenditure of funds in the amount of Two Million Eight Hundred Thousand Dollars (\$2,800,000) for the 2022 CIP 710022 Annual ROW Road Reconstruction (DPW-Highway).
Gentlemen, what is your pleasure?
11. Communication from Matthew Normand, City Clerk, requesting a project extension for CIP 812221 Safe & Secure Election Administration to 6/30/2021.
Gentlemen, what is your pleasure?
12. Communication from Matthew Normand, City Clerk, requesting permission to apply for a grant of up to \$10,000 from the NH State Library Conservation Plate Grant Program to restore historic and one-of-a-kind ledgers of the Board of Mayor and Aldermen from 1864-1953.
Gentlemen, what is your pleasure?

13. Communication from Mayor Craig requesting authorization for the Planning and Community Development Department to apply for the Economic Development Administration's Public Works and Economic Adjustment Assistance programs, in partnership with DEKA and ARMI, for a Vertiport.
Gentlemen, what is your pleasure?
14. If there is no further business, a motion is in order to adjourn.



CITY OF MANCHESTER

PLANNING AND COMMUNITY DEVELOPMENT

Planning and Land Use Management
Building Regulations
Community Improvement Program
Zoning Board of Adjustment


Leon L. LaFreniere, AICP
Director

Pamela H. Goucher, AICP
Deputy Director - Planning & Zoning

Michael J. Landry, PE, Esq.
Deputy Director - Building Regulations

MEMORANDUM

To: Alderman Kevin Cavanaugh,
Chairman, CIP Committee

From: Leon L. LaFreniere, AICP 
Director, Planning and Community Development

Date: March 29, 2021

Re: CIP #610020 – Families In Transition – New Horizons – Housing First
Request for Additional Funding

Existing Funding

Families In Transition has contacted this office requesting \$14,155 of HOME funds to support the ongoing Housing First Tenant Based Rental Assistance program through the end of FY 2022. CIP Staff recommends that the CIP Committee consider adding \$14,155 of HOME funds to their budget to get them through FY 2022.

This utilization of HOME funds for this project is an appropriate use in accordance with Federal requirements and the goals of the City's Consolidated Plan. At this time, unprogrammed HOME funds are available for this project.

Families In Transition respectfully requests your review of this request and for a favorable recommendation of approval to the full Board.

As such, we have prepared the appropriate CIP Amending Resolution and Budget Authorization Form necessary to appropriate funding for the project.

CIP BUDGET AUTHORIZATION

CIP#:	610020	Project Year:	2020	CIP Resolution:	6/10/2019
Title:	Housing First			Amending Resolution:	4/20/2021
Administering Department	Families in Transition-New Horizons			Revision:	#1

Project Description: To provide for rental subsidies to homeless clients and reimburse for administrative costs.

Federal Grants

Federal Grant: Yes
Grant Executed:

Environmental

Review Required: Yes
Completed: Pending

Critical Events

1.	Project Initiation	7/1/2019
2.	Project Completion	6/30/2022
3.		
4.		
5.		
		6/30/2022

Line Item Budget

	HOME			TOTAL
Salaries and Wage	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$54,155.00	\$0.00	\$0.00	\$54,155.00
TOTAL	\$54,155.00	\$0.00	\$0.00	\$54,155.00

Revisions: Revision #1 - Increases budget \$14,155 from \$40,000 to \$54,155.

Comments

Authorization of HOME funds is contingent upon HUD grant execution. Additional funds for Revision #1 to come from unprogrammed HOME funds.

City of Manchester
New Hampshire

In the year Two Thousand and Twenty One

A RESOLUTION

“Amending the FY 2020 Community Improvement Program, authorizing and appropriating funds in the amount of Fourteen Thousand One Hundred Fifty Five Dollars (\$14,155) for FY 2020 CIP 610020 Housing First.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2020 CIP as contained in the 2020 CIP budget; and

WHEREAS, the 2020 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to allocate unprogrammed HOME funds in the amount of \$14,155 for the Housing First program;

NOW, THEREFORE, be it resolved that the 2020 CIP be amended as follows:

By increasing:

FY 2020 CIP 610020 Housing First - \$14,155 HOME

Resolved, that this Resolution shall take effect upon its passage.



Providing a Home. Building Hope.



FOR NEW HAMPSHIRE, INC.
SOUP KITCHEN • FOOD PANTRY • HOMELESS SHELTERS

March 3, 2021

Jeff Belanger
CIP Planner
Planning and Community Development
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Dear Jeff Belanger,

Please see below for a request for additional HOME funds to support the ongoing Housing First TBRA program for single chronically homeless individuals through the end of FY2022

Current remaining HOME funds:	\$9,470
Cost to continue housing current participants through June 30, 2022	-\$23,625
Total HOME funds requested	<u>\$14,155</u>

Thank you for your consideration of this request. As always, please feel free to call or email anytime if you have any questions regarding this request or any of FIT's programs and services.

Sincerely,

Maria Devlin
President & CEO

RESIDENTIAL LEASE

Whereas 241-247 Pine Street Associates, with an address of 470 Mast Road in Goffstown, NH 03045 (hereinafter known as Lessor), owns property at 241 Pine Street, Manchester, NH 03103, and, whereas Steve Campbell (hereinafter known as Lessee) desires to lease a residential unit at the above property. The Lessor and Lessee enter into this Residential Lease Agreement to the terms, covenants and conditions set forth below.

1. Premises and Terms

The Lessee shall rent the Unit 350 for a period of 12 Months commencing January 1, 2021 and will be effective until December 31st 2021. A Thirty day notice is required before move out at \$ 800.00 Dollars per month, payable in advance on the first of each month, TIME BEING OF THE ESSENCE. Owner reserves the right to increase the rent.

2. Security Deposits

Note: Security Deposits shall not at any time be used as rent payment or as last month's rent.

The Lessee shall pay the amount of \$700.00 (See Addendum A) dollars as security deposit to be held by Lessor until the termination of Lessee's occupancy. Deposits will be held and returned under the terms of New Hampshire Landlord and Tenant Law currently in effect. Pursuant to RSA 540-A:6 any conditions in the rental unit in need of repair or correction shall be noted on the Security Deposit receipt or otherwise given to the landlord within 5 days of occupancy. Except as noted on this receipt, or otherwise provided to the landlord in writing within 5 days of the occupancy, the tenant accepts the unit as free from defects or items requiring repair.

Deductions from this security deposit will result from costs incurred to repair any damages other than reasonable wear and tear. Refer to Addendum A.

Deductions will also result to compensate Lessor for any lost rent caused by Lessee's failure to provide written intent to vacate premises to Lessor, Thirty (30) days in advance of the date of the lease expiration.

3. Fees

Rent is due the 1st of Each Month, TIME BEING OF THE ESSENCE.

Lessee shall pay a late charge of \$50.00 on payments received after 5:00 PM on the 5th of each month.

A \$50.00 NSF fee will be applied to all payments returned to our office due to insufficient funds in addition to the \$50.00 Late Fee. After two (2) such returned check incidents, the only acceptable method of payment will be money order, treasury check or cash.

IN WITNESS WHEREOF, the parties have executed this lease this 21ST day of December, 2020.

Lessee Signs in Receipt of ONE set of keys.


Signed, Authorized Agent

TOM Morgan
Printed, Authorized Agent

12/21/2020
Date


Signed, Lessee

STEVE Campbell
Printed, Lessee

12/21/2020
Date

RESIDENTIAL LEASE

Whereas 241-247 Pine Street Associates, with an address of 470 Mast Road in Goffstown, NH 03045 (hereinafter known as Lessor), owns property at 241 Pine Street, Manchester, NH 03103, and, whereas Michael Gillis (hereinafter known as Lessee) desires to lease a residential unit at the above property. The Lessor and Lessee enter into this Residential Lease Agreement to the terms, covenants and conditions set forth below.

1. Premises and Terms

The Lessee shall rent the Unit 357 for a period of 12 Months commencing January 1, 2021 and will be effective until December 31st 2021. A Thirty day notice is required before move out at \$ 775.00 Dollars per month, payable in advance on the first of each month, TIME BEING OF THE ESSENCE. Owner reserves the right to increase the rent.

2. Security Deposits

Note: Security Deposits shall not at any time be used as rent payment or as last month's rent.

The Lessee shall pay the amount of \$675.00 (See Addendum A) dollars as security deposit to be held by Lessor until the termination of Lessee's occupancy. Deposits will be held and returned under the terms of New Hampshire Landlord and Tenant Law currently in effect. Pursuant to RSA 540-A:6 any conditions in the rental unit in need of repair or correction shall be noted on the Security Deposit receipt or otherwise given to the landlord within 5 days of occupancy. Except as noted on this receipt, or otherwise provided to the landlord in writing within 5 days of the occupancy, the tenant accepts the unit as free from defects or items requiring repair.

Deductions from this security deposit will result from costs incurred to repair any damages other than reasonable wear and tear. Refer to Addendum A.

Deductions will also result to compensate Lessor for any lost rent caused by Lessee's failure to provide written intent to vacate premises to Lessor, Thirty (30) days in advance of the date of the lease expiration.

3. Fees

Rent is due the 1st of Each Month, TIME BEING OF THE ESSENCE.

Lessee shall pay a late charge of \$50.00 on payments received after 5:00 PM on the 5th of each month.

A \$50.00 NSF fee will be applied to all payments returned to our office due to insufficient funds in addition to the \$50.00 Late Fee. After two (2) such returned check incidents, the only acceptable method of payment will be money order, treasury check or cash.

IN WITNESS WHEREOF, the parties have executed this lease this 21ST day of December, 2020.

Lessee Signs in Receipt of ONE set of keys.

Signed, Authorized Agent

DM Nagan
Printed, Authorized Agent

12/21/2020
Date

2 Mike Gillis
Signed, Lessee

MIKE GILLIS
Printed, Lessee

12/21/2020
Date



MANCHESTER WATER WORKS

281 LINCOLN STREET • MANCHESTER, NEW HAMPSHIRE 03103-5093 • 603-624-6494



BOARD OF WATER COMMISSIONERS

February 24, 2021

Chairman Kevin Cavanaugh
Committee on Community Improvement
C/O City Clerk's Office
One City Hall Plaza
Manchester, NH 03101

WILLIAM R. TROMBLY, JR.
PRESIDENT

LINDA L. MICCIO
CLERK

EX OFFICIO
HON. JOYCE CRAIG
MAYOR

PHILIP W. CROASDALE
DIRECTOR

Re: CIP Project FY2021 – Distribution Storage Building

Chairman Cavanaugh and Honorable Committee Members,

I'm requesting the Committee on Community Improvement add a CIP Project Authorization for the following project for FY2021: Distribution Storage Building adjacent to the Water Treatment Plant on Lake Shore Road in the amount of \$575,000. Funding will be from operations.

The purpose of the building will be to store distribution material (hydrants, valves, fittings, etc.) that is currently kept outside on the ground in the adjacent areas, and at other locations around the treatment plant campus. This building will allow us to centralize all of our inventory under one roof and make it more accessible during times of bad weather (rain, snow, darkness).

The building will be; a pre-engineered metal, 125' X 75' (9,375 SF) with 14' (H) X 16' (W) overhead drive-through doors at either end; Along the east side of the building will be a 14' overhang (lean-to) and four (4) coil doors with manual chain operators spaced apart the length of the building (additional 1,750 SF); metal standing seam roof will be 2/12 pitch; 3'X3" louver at each gable end of the building; Power to the building will be used to operate the drive-through doors, provide adequate lighting inside and outside of the building and to provide power for vehicle block heaters outside of the building for diesel fuel vehicles during times of low temperature; The roof will have a four-inch blanket of R13 insulation with white vinyl condensation skin and the walls will be non-insulated.

The Manchester Water Works Board of Water Commissioners authorized this project in the FY2021 Budget.

Thank you for consideration to the above. I will be in attendance at the next CIP Meeting to answer any questions that may arise related to this request.

Sincerely,

Philip W. Croasdale, Director

CIP BUDGET AUTHORIZATION

CIP#: 713721

Project Year: 2021

CIP Resolution: 6/9/2020

Title: Storage Shed

Amending Resolution: 4/20/2021

Administering Department Water Works

Revision:

Project Description: To build a 125' by 75' (9,375 sq ft) storage shed at the Water Treatment Plant. This storage building will provide additional covered parking to extend the useful life of vehicles and equipment. Additionally, it will provide covered storage for materials in our pipe yard.

Federal Grants

Federal Grant: No

Environmental

Review Required: No

Grant Executed:

Completed:

Critical Events

1.	Project Initiation	5/1/2021
2.	Project Completion	7/31/2021
3.		
4.		
5.		
		7/31/2021

Line Item Budget

	ENTERPRISE			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$575,000.00	\$0.00	\$0.00	\$575,000.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$575,000.00	\$0.00	\$0.00	\$575,000.00

Revisions:

Comments

Source of Funds: Operations

City of Manchester
New Hampshire

In the year Two Thousand and Twenty One

A RESOLUTION

“Amending the FY2021 Community Improvement Program, authorizing and appropriating funds in the amount of Five Hundred Seventy Five Thousand Dollars (\$575,000) for the FY 2021 CIP 713721 Storage Shed.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2021 CIP as contained in the 2021 CIP budget; and

WHEREAS, the 2021 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to allocate ENTERPRISE funding for the building of a storage shed at the Water Treatment Plant on Lake Shore Road;

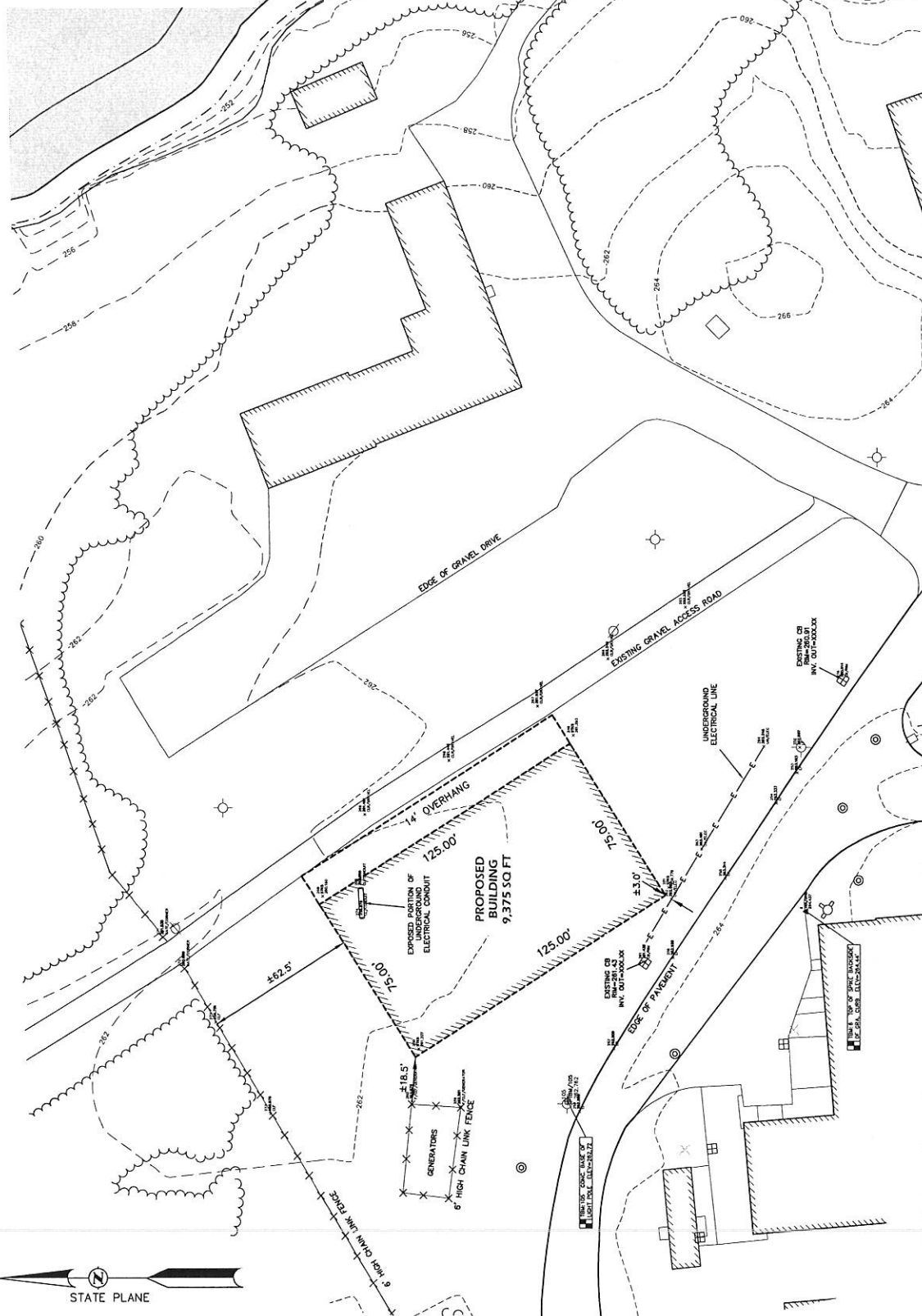
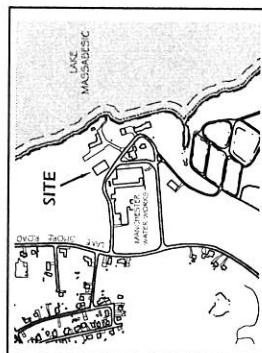
NOW, THEREFORE, be it resolved that the 2021 CIP be amended as follows:

By adding:

FY 2021 CIP 713721 Storage Shed - \$575,000 ENTERPRISE

Resolved, that this Resolution shall take effect upon its passage

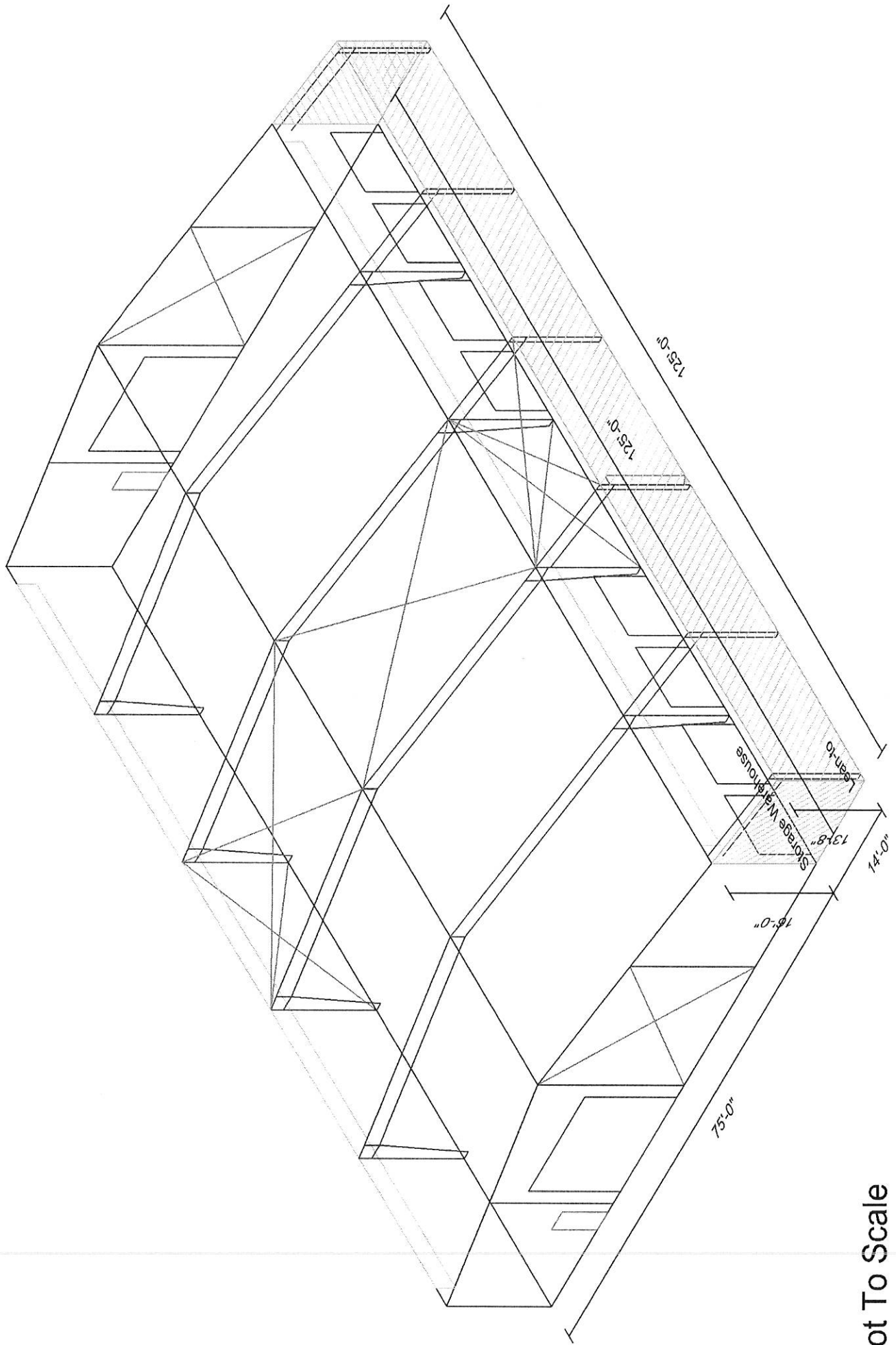
LOCUS MAP
1"=4300'



GENERAL NOTES

1. OWNER OF RECORD: 754 LOT 2, MANCHESTER WATER WORKS, 1581 LAKE SHORE ROAD, MANCHESTER, NH 03101.
2. THE RIGHT OF THE PLAN IS TO SHOW THE PROPOSED LOCATION OF A NEW 125' X 75' BUILDING TO BE CONSTRUCTED ON LOT 2 ON MANCHESTER TAX MAP 75.3.
3. TOPGRAPHIC INFORMATION, SUCH AS TANK ROOM, MANCHESTER CITY NAME RECORDS AND AN ON-STATE DRAINAGE, THE HORIZONTAL DATUM IS ON NAD 83 STATE PLANE.

MMW PIPE YARD MANCHESTER WATER WORKS 1581 LAKE SHORE ROAD MANCHESTER NH 03109		SCALE: 1"=20' MMW JOB # WPS 002-020 DATE: 12/07/2020 SHEET NO. 1 OF 1
LEGEND CHAIN LINK FENCE EXISTING CONTOURS PROPOSED CONTOURS 270' EDGE OF FREELINE TEST PIT BENCHMARK X X X X SPOT ELEVATION MANHOLE RIF RAP LAKE MASAGESSIC		DESIGNED BY: DS/WH BY: MASC MARTEL CHECKED BY: APPROVED BY:
		DIG-SAFE: 1-888-344-7233 M.W.W.: (603) 624-6494 W.T.P.: (603) 624-6482 (SAMPLES) M.F.D.: (603) 669-2256 (NOTIFY) M.P.D.: (603) 628-6255 (DETAIL) M.H.D.: (603) 624-6444 (PERMITS)
NO. DATE REVISIONS		



Lot To Scale

Daniel A. Goonan
Chief of Department



Andre R. Parent
Assistant Chief

City of Manchester *Fire Department*

TO: Alderman Cavanaugh, CIP Committee Chair

FROM: Chief Daniel A. Goonan

DATE: March 23, 2021

RE: RERP FY21

Each year we are granted \$13,500 in flat rate funds as part of our Radiological Emergency Preparedness (REP) Program. These funds do not expire and can be used across fiscal years. I am requesting permission to move \$2,970.14 in flat rate funds from FY19 and \$10,610.92 in flat rate funds from FY20 to our current FY21 REP budget in order to create a more streamlined budgeting and accounting process.

CIP BUDGET AUTHORIZATION

CIP#: 410919 Project Year: 2019 CIP Resolution: 6/12/2018
Title: Radiological Emergency Preparedness Program Amending Resolution: 4/20/2021
Administering Department: Fire Department Revision: #3

Project Description: To reimburse the City for costs associated with participation and preparedness in the NH Radiological Emergency Response Plan for Seabrook Station.

Federal Grants

Federal Grant: No Environmental Review Required: No
Grant Executed: Completed:

Critical Events

1. Project Initiation	12/18/18
2. Project Completion	12/31/2019
3.	
4.	
5.	
	12/31/2019

Line Item Budget

	State			TOTAL
Salaries and Wage	\$24,000.00	\$0.00	\$0.00	\$24,000.00
Fringes	\$12,320.00	\$0.00	\$0.00	\$12,320.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$13,500.00	\$0.00	\$0.00	\$13,500.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$17,029.86	\$0.00	\$0.00	\$17,029.86
TOTAL	\$66,849.86	\$0.00	\$0.00	\$66,849.86

Revisions:

Revision #1 - Line item adjustment to move \$56,170 from Equipment to Other.
Revision #2 - Line item adjustment to move \$36,320 from Other to Salarie (\$24,000) and Fringe (\$12,320).
Revision #3- Decrease budget \$2,970.14 (from \$69,820.00 to \$66,849.86) and transfer to CIP #411421.

Comments:

State funds awarded from NH Dept. of Safety.

CIP BUDGET AUTHORIZATION

CIP#:	411620	Project Year:	2020	CIP Resolution:	6/10/2019
Title:	2020 Radiological Emergency Preparedness (REP)			Amending Resolution:	4/20/2021
Administering Department:	Fire Dept			Revision:	#1

Project Description: \$38,700 allocated to the Manchester Fire Department for reimbursement of costs associated with the maintenance and improvement of the REP program.

Federal Grants

Federal Grant:	No	Environmental	Review Required:	No
Grant Executed:			Completed:	

Critical Events

1.	Project Initiation	1/17/2020
2.	Project Completion	6/30/2020
3.		
4.		
5.		

Line Item Budget

	STATE			TOTAL
Salaries and Wage	\$21,510.00	\$0.00	\$0.00	\$21,510.00
Fringes	\$2,390.00	\$0.00	\$0.00	\$2,390.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$4,189.08	\$0.00	\$0.00	\$4,189.08
TOTAL	\$28,089.08	\$0.00	\$0.00	\$28,089.08

Revisions:

Revision #1-Decrease budget \$10,610.92 (from \$38,700 to \$28,089.08) and transfer to CIP #411421.

Comments:

STATE: Funds received from the State of New Hampshire Department of Safety.

CIP BUDGET AUTHORIZATION

CIP#: 411421

Project Year: 2021

CIP Resolution: 6/9/2020

Title: Radiological Emergency Preparedness Program

Amending Resolution: 4/20/2021

Administering Department: Fire Department

Revision: #1

Project Description:

To reimburse the City for costs associated with participation and preparedness in the NH Radiological Emergency Response Plan for Seabrook Station.

Federal Grants

Federal Grant:

No

Environmental

Review Required:

No

Grant Executed:

Completed:

Critical Events

1. Project Initiation
2. Project Completion
- 3.
- 4.
- 5.

9/30/2020

6/30/2021

6/30/2021

Line Item Budget

STATE

Salaries and Wages

\$10,000.00

\$0.00

\$0.00

\$10,000.00

Fringes

\$4,000.00

\$0.00

\$0.00

\$4,000.00

Design/Engineering

\$0.00

\$0.00

\$0.00

\$0.00

Planning

\$0.00

\$0.00

\$0.00

\$0.00

Consultant Fees

\$0.00

\$0.00

\$0.00

\$0.00

Construction Admin

\$0.00

\$0.00

\$0.00

\$0.00

Land Acquisition

\$0.00

\$0.00

\$0.00

\$0.00

Equipment

\$0.00

\$0.00

\$0.00

\$0.00

Overhead

\$0.00

\$0.00

\$0.00

\$0.00

Construction Contracts

\$0.00

\$0.00

\$0.00

\$0.00

Other

\$27,081.06

\$0.00

\$0.00

\$27,081.06

TOTAL**\$41,081.06****\$0.00****\$0.00****\$41,081.06****Revisions:**

Revision #1-increase budget by \$13,581.06; \$2970.14 from CIP #410919, \$10,610.92 from CIP #411620.

Comments:

Source of Funds: NH Dept of Safety Division of Homeland Security and Emergency Management.

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty One

A RESOLUTION

“Amending the FY 2019, FY 2020 and FY 2021 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Thirteen Thousand Five Hundred Eighty One Dollars and Six Cents (\$13,581.06) for the FY 2021 CIP 411421 Radiological Emergency Preparedness.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2019, 2020 and 2021 CIP budgets as contained in the 2019, 2020 and 2021 CIP budgets; and

WHEREAS, the 2019, 2020 and 2021 CIP budgets contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to effect the following transfers between Fire Department administered projects; and

NOW, THEREFORE, be it resolved that the 2019, 2020 and 2021 CIP budgets be amended as follows:

By decreasing:

FY 2019 CIP 410919 Radiological Emergency Preparedness Program - \$2,970.14 State
(from \$69,820 to \$66,849.86)

By decreasing:

FY 2020 CIP 411620 2020 Radiological Emergency Preparedness (REP) - \$10,610.92 State
(from \$38,700 to \$28,089.08)

By increasing:

FY2021 CIP 411421 Radiological Emergency Preparedness - \$13,581.06 State (from \$27,500 to \$41,081.06)

Resolved, that this Resolution shall take effect upon its passage.



CITY OF MANCHESTER

PLANNING AND COMMUNITY DEVELOPMENT

Planning and Land Use Management
Building Regulations
Community Improvement Program
Zoning Board of Adjustment

Leon L. LaFreniere, AICP
Director

Pamela H. Goucher, AICP
Deputy Director - Planning & Zoning

Michael J. Landry, PE, Esq.
Deputy Director - Building Regulations

MEMORANDUM

To: Alderman Kevin Cavanaugh,
Chairman, CIP Committee

From: Leon L. LaFreniere, AICP
Director, Planning and Community Development

Date: March 29, 2021

Re: CIP #610920 – Veterans Northeast 284 Hanover Street Renovation Project
Withdrawal

The Veterans Northeast Outreach Center, Inc. has contacted this office to withdraw their application to \$750,000 of HOME funds for the development of 11 units (8 efficiency, 1 1-BR and 2 2-BR) units of transitional housing for veteran at 284 Hanover Street.

The total development budget for this project was estimated to be \$1,557,938. Veterans Northeast Outreach Center, Inc.'s Board of Director concluded the institution would not be able to repay all the loans involved in completing this project.

Staff recommends that \$750,000 committed to this project is transferred to CIP # 810121 Affordable Housing Initiatives to fund other HOME projects.

As such, we have prepared the appropriate CIP Amending Resolution and Budget Authorization Form necessary to appropriate funding for the project.

CIP BUDGET AUTHORIZATION

CIP#: 610920 Project Year: 2020 CIP Resolution: 6/10/2019
Title: Veterans Northeast - 284 Hanover Street Renovation Project Amending Resolution: 4/20/2021
Administering Department Planning & Community Development Revision: #1-Close

Project Description: Renovation of 284 Hanover Street resulting in the creation of 11 units of transitional housing for veterans.

Federal Grants

Federal Grant: Yes
Grant Executed:

Environmental

Review Required: Yes
Completed: Pending

Critical Events

1.	Program Initiation	3/17/2020
2.	Program Completion	6/30/2021
3.		
4.		
5.		
		6/30/2021

Line Item Budget

	HOME			TOTAL
Salaries and Wage	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00

Revisions:

Revision #1 Decreases Budget from \$750,000 to \$0, transfers funds to CIP #810121 and closes project.

Comments

\$207,141 of funds transferred from CIP #810120 and \$542,859 to come from unprogrammed HOME funds.

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty One

A RESOLUTION

“Amending the FY 2020 and FY 2021 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Seven Hundred Fifty Thousand Dollars (\$750,000) for the FY 2021 CIP 810121 Affordable Housing Initiatives.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2020 and 2021 CIP budgets as contained in the 2020 and 2021 CIP budgets; and

WHEREAS, the 2020 and 2021 CIP budgets contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to transfer unused balances of HOME funds from CIP 610920 Veterans Northeast 284 Hanover Street Renovation Project ; and

NOW, THEREFORE, be it resolved that the 2020 and 2021 CIP budgets be amended as follows:

By decreasing:

FY 2020 CIP 610920 Veterans Northeast 284 Hanover Street Renovation Project - \$750,000
HOME (from \$750,000 to \$0)

By increasing:

FY2021 CIP 810121 Affordable Housing Initiatives - \$750,000 HOME (from \$461,750 to \$1,211,750)

Resolved, that this Resolution shall take effect upon its passage.



Veterans Northeast Outreach Center, Inc.

10 Reed Street, Haverhill, MA 01832 ~ Telephone 978-372-3626

 www.vneoc.org

 SForbes@vneoc.org

February 10, 2021

Mr. Dan LeClerc
Planning Board Chairman
City of Manchester
1 City Hall Plaza
Manchester, NH 03101

Dear Chairman LeClerc,

I am writing to regretfully inform you the Veterans Northeast Outreach Center, Inc. (VNEOC) is withdrawing its offer to purchase 298 Hanover Street, Manchester, NH 03104. After reviewing the property pro-forma and VNEOC's capacity to assume/repay \$1.5M of combined mortgage loans, our senior leadership and Board of Directors unanimously decided not move forward with the project.

I acknowledge that VNEOC's letter of intent (written just a few weeks ago) indicated quite the opposite. Our organization was committed to the project and had every intention of purchasing Hanover Street. This was before my realization of the repayment dynamics of the loans provided by the City of Manchester and New Hampshire Finance Authority (NHFA). As someone being on the job for only a couple of weeks, I did not have all the information necessary to make a well-informed decision. I apologize for continuing a process that was already too long to begin with.

Although VNEOC may withdrawing from the Hanover Street project, we are still committed in acquiring property in New Hampshire in direct support of the veteran community. We hope to be a collaborative partner that provides the transitional and permanent housing opportunities I spoke of in my previous letter.

Please contact me if you have any questions or concerns.

Sincerely,



Scott Forbes
Executive Director

Federal IRS Tax Exempt 501(c)(3) # 04-2879409



MANCHESTER WATER WORKS

281 LINCOLN STREET • MANCHESTER, NEW HAMPSHIRE 03103 • (603) 624-6494



BOARD OF WATER COMMISSIONERS

WILLIAM R. TROMBLY, JR.
President

LINDA L. MICCIO
Clerk

Ex Officio
HON. JOYCE CRAIG
Mayor

PHILIP W. CROASDALE
Director

March 1, 2021

Chairman Kevin Cavanaugh
Committee on Community Improvement
C/O City Clerk's Office
One City Hall Plaza
Manchester, NH 03101

Re: Request FY2022 CIP Project and Bond Authorization

Chairman Cavanaugh and Honorable Committee Members,

I'm requesting the Committee on Community Improvement to:

- Add a CIP Project Authorization for FY2022 for purchase of vehicles and heavy equipment in the amount of \$819,000 (see attached schedule) and:
- Authorize to finance these purchases through bonds, notes or lease purchases.

As indicated on attached spreadsheet, we would finance the purchases with two (2) GO Bonds. One would be \$640K over ten (10) years and a second for \$179,000 over seven (7) years. Recently, we bonded through the NH Municipal Bond Bank for similar vehicles over ten (10) years with a true interest rate of .81%. We are hopeful that rates continue to hold steady in anticipation of bonding these FY2022 vehicles in July.

Factors supporting bonding of vehicles and heavy equipment:

- As mentioned above, rates are very favorable.
- Cost of the vehicles will spread evenly over 7-10 years. Expected life of vehicles are 10-20 yrs.
- Vehicles are less expensive today. Cost of inflation at nominal rate (Ex. 2% per year) would exceed total interest paid per vehicle in just three (3) years.
- The four large vehicles will take six (6) months to one year to deliver. Existing vehicles will have that much more wear and tear. Already over past couple of years we've seen a significant increase in maintenance costs and down time.
- Taking advantage of higher resale value of old vehicles. We estimate we can sell these assets for \$130K (see attached).

CIP Project FY2022

Page two

March 1, 2021

- Looking at FY2022 cash flow, as the spreadsheet indicates, proceeds from the sale of the old vehicles (\$130K) would offset the Principal and Interest (P&I) of the new vehicles and equipment purchased for FY2022, FY2023 and partial of FY2024.
- Factoring in even a minimal inflation of vehicle costs of 2% per year, at the current interest rates we calculated in just three years, inflation would exceed the borrowing cost (interest) in total.

Taking into account the above factors, I feel this is the right timing and a good opportunity to continue to replace our existing fleet considering the age of the vehicles, the increasing annual maintenance costs, the value of replaced vehicles to be sold and the cost to borrow and lock in a fixed cash flow for the next 7-10 years.

The Manchester Water Works Board of Water Commissioners voted to add the above purchases to the FY2022 Budget and proved the authorization to borrow bonds, notes, or lease purchases to fund the purchases at the February 25, 2021 Regular Monthly Board Meeting.

I will be available before the Committee at the next meeting to answer any questions the Committee may have.

Sincerely,

Philip W. Croasdale

Philip W. Croasdale, Director

Cc: Honorable Joyce Craig, Mayor
Sharon Wickens, Finance Director

attachments

CIP BUDGET AUTHORIZATION

CIP#: 713821

Project Year: 2021

CIP Resolution: 6/9/2020

Title: FY2022 Vehicles

Amending Resolution: 4/20/2021

Administering Department Water Works

Revision:

Project Description: Purchase 5 vehicles to replace existing: two F-350's, Chevy Traverse, Kubota Tractor and Kubota RTV

Federal Grants

Federal Grant:

No

Environmental

Review Required:

No

Grant Executed:

Completed:

Critical Events

1.	Project Initiation	7/1/2021
2.	Project Completion	6/30/2028
3.		
4.		
5.		
		6/30/2028

Line Item Budget

	BOND			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$179,000.00	\$0.00	\$0.00	\$179,000.00
TOTAL	\$179,000.00	\$0.00	\$0.00	\$179,000.00

Revisions:

Comments

Source of Funds: 7 Year GO Bond through the NH Municipal Bond Bank.

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty One

A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of One Hundred Seventy Nine Thousand Dollars (\$179,000) for the 2021 CIP 713821 FY2022 Vehicles (MWW).”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

SECTION 1. That there be and hereby is authorized under and pursuant to the Municipal Finance Act, and any other enabling authority, the issuance and sale of general obligation serial bonds, notes or lease purchases of the City in the aggregate principal amount of One Hundred Seventy Nine Thousand Dollars (\$179,000) as one or more separate bond, note or lease purchase issues for purposes stated in Section 3 of said Act, as more specifically hereinafter indicated. The bonds, notes or lease purchases of each issue shall bear the City Seal, shall be signed by the manual or facsimile signature of the Mayor, countersigned by the manual or facsimile signature of the Finance Officer and shall be payable in such annual installments as shall be determined by the Finance Officer with the approval of the Mayor. Except as otherwise provided by law and this Resolution, discretion to fix the date, maturities, denomination, place of payment, form and other details of each issue of said bonds, notes or lease purchases and of providing for the sale thereof is hereby delegated to the Finance Officer.

SECTION 2. That the proceeds of said bonds, notes or lease purchases be and they are hereby appropriated for the purpose of financing costs of the following public works and improvements of a permanent nature, hereby authorized namely,

Purpose	Amount
2021 – 713821 FY2022 Vehicles (MWW)	\$179,000

It is hereby declared that the vehicles to be financed by said bonds, notes or lease purchases have a useful life in excess of 7 years.

SECTION 3. That the Finance Officer, with the approval of the Mayor, is hereby authorized to issue at one time or from time to time notes in anticipation of said bonds, notes or lease purchases and to renew or refund the same under and pursuant to and to the extent authorized by RSA 33:7a.

SECTION 4. That an amount sufficient to pay the principal of and interest on said bonds, notes or lease purchases payable in each year during which they are outstanding be and hereby is appropriated and, to the extent other funds are not available for such purpose, said amount shall be included in the tax levy for each year until the debt represented by said bonds, notes or lease purchases is extinguished.

City of Manchester
New Hampshire

In the year Two Thousand and Twenty

A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of One Hundred Seventy Nine Thousand Dollars (\$179,000) for the 2021 CIP 713821 FY2022 Vehicles (MWW).”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

SECTION 5. That the bonds, notes or lease purchases herein authorized may be consolidated with any other issue of bonds, notes or lease purchases heretofore or hereafter authorized, provided that the last annual installment of any such consolidated issue shall be payable not later than the date on which the last annual installment of the bonds, notes or lease purchases herein authorized must be payable pursuant to this Resolution.

SECTION 6. This Resolution shall take effect upon its passage.

Manchester Water Works
FY 2022 Budget
Vehicle Purchases

Vehicle purchases:

	Cost	Yrs.	Average P&I/yr 1.00%	Total Payout	3 yrs. 2.0% inflation
6-wheel Dump truck (MACK)	140,000				148,400
10-wheel Dump Truck (MACK)	175,000				185,500
Backhoe / Loader (CAT)	150,000				159,000
F-550 (ext cab / body cabinets/ gate machine)	175,000				185,500
Sub-total	640,000	10	67,520	675,200	678,400
F-350 (Reg cab / body cabinets)	50,000				53,000
Traverse	26,000				27,560
F-350 (Reg cab) (diesel refuel tank)	33,000				34,980
Kubota Tractor M9540 (hydrostatic)	50,000				53,000
Kubota 4-wheel utility RTV	20,000				21,200
Sub-total	179,000	7	18,616	186,160	189,740
Total vehicles and equipment	819,000		86,136	861,360	868,140
				42,360	49,140

Vehicle sales:

	Purchased	Cost	Est. Value
Six wheel Dump truck	1989	35,000	10,000
10 wheel Dump Truck	2006	93,309	30,000
Backhoe / Loader (John Deere)	2001	59,510	10,000
3-1 to Watershed- gate box work			
Specialty Platform Truck	2005	74,706	25,000
10 wheel Platform truck/crane (1986)	1996	74,496	15,000
M.D. Utility service pick-up truck	2014	53,027	15,000
Kubota Tractor M9540 (gear)	2012	33,000	25,000
		423,048	130,000

Payment schedule
Assumption 1% rate

FY 2022	4,095
FY 2023	97,314
FY 2024	96,418
FY 2025	95,522
FY 2026	94,626
FY 2027	93,731
FY 2028	92,835
FY 2029	91,939
FY 2030	65,600
FY 2031	64,960
FY 2032	64,320
Total payments	861,360
Total Interest	42,360



MANCHESTER WATER WORKS

281 LINCOLN STREET • MANCHESTER, NEW HAMPSHIRE 03103 • (603) 624-6494



BOARD OF WATER COMMISSIONERS

WILLIAM R. TROMBLY, JR.
President

LINDA L. MICCIO
Clerk

Ex Officio
HON. JOYCE CRAIG
Mayor

PHILIP W. CROASDALE
Director

March 1, 2021

Chairman Kevin Cavanaugh
Committee on Community Improvement
C/O City Clerk's Office
One City Hall Plaza
Manchester, NH 03101

Re: Request FY2022 CIP Project and Bond Authorization

Chairman Cavanaugh and Honorable Committee Members,

I'm requesting the Committee on Community Improvement to:

- Add a CIP Project Authorization for FY2022 for purchase of vehicles and heavy equipment in the amount of \$819,000 (see attached schedule) and:
- Authorize to finance these purchases through bonds, notes or lease purchases.

As indicated on attached spreadsheet, we would finance the purchases with two (2) GO Bonds. One would be \$640K over ten (10) years and a second for \$179,000 over seven (7) years. Recently, we bonded through the NH Municipal Bond Bank for similar vehicles over ten (10) years with a true interest rate of .81%. We are hopeful that rates continue to hold steady in anticipation of bonding these FY2022 vehicles in July.

Factors supporting bonding of vehicles and heavy equipment:

- As mentioned above, rates are very favorable.
- Cost of the vehicles will spread evenly over 7-10 years. Expected life of vehicles are 10-20 yrs.
- Vehicles are less expensive today. Cost of inflation at nominal rate (Ex. 2% per year) would exceed total interest paid per vehicle in just three (3) years.
- The four large vehicles will take six (6) months to one year to deliver. Existing vehicles will have that much more wear and tear. Already over past couple of years we've seen a significant increase in maintenance costs and down time.
- Taking advantage of higher resale value of old vehicles. We estimate we can sell these assets for \$130K (see attached).

CIP Project FY2022

Page two

March 1, 2021

- Looking at FY2022 cash flow, as the spreadsheet indicates, proceeds from the sale of the old vehicles (\$130K) would offset the Principal and Interest (P&I) of the new vehicles and equipment purchased for FY2022, FY2023 and partial of FY2024.
- Factoring in even a minimal inflation of vehicle costs of 2% per year, at the current interest rates we calculated in just three years, inflation would exceed the borrowing cost (interest) in total.

Taking into account the above factors, I feel this is the right timing and a good opportunity to continue to replace our existing fleet considering the age of the vehicles, the increasing annual maintenance costs, the value of replaced vehicles to be sold and the cost to borrow and lock in a fixed cash flow for the next 7-10 years.

The Manchester Water Works Board of Water Commissioners voted to add the above purchases to the FY2022 Budget and proved the authorization to borrow bonds, notes, or lease purchases to fund the purchases at the February 25, 2021 Regular Monthly Board Meeting.

I will be available before the Committee at the next meeting to answer any questions the Committee may have.

Sincerely,

Philip W. Croasdale

Philip W. Croasdale, Director

Cc: Honorable Joyce Craig, Mayor
Sharon Wickens, Finance Director

attachments

CIP BUDGET AUTHORIZATION

CIP#: 713921

Project Year: 2021

CIP Resolution: 6/9/2020

Title: FY2022 Vehicles

Amending Resolution: 4/20/2021

Administering Department Water Works

Revision:

Project Description: Purchase 4 large vehicles to replace existing: Six wheel dump truck, 10 wheel dump truck, backhoe/loader, and F-550

Federal Grants

Federal Grant:

No

Environmental

Review Required:

No

Grant Executed:

Completed:

Critical Events

1.	Project Initiation	7/1/2021
2.	Project Completion	6/30/2031
3.		
4.		
5.		
		6/30/2031

Line Item Budget

	BOND			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$640,000.00	\$0.00	\$0.00	\$640,000.00
TOTAL	\$640,000.00	\$0.00	\$0.00	\$640,000.00

Revisions:

Comments

Source of Funds: 10 Year GO Bond through the NH Municipal Bank.

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty One

A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of Six Hundred Forty Thousand Dollars (\$640,000) for the 2021 CIP 713921 FY2022 Vehicles (MWW).”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

SECTION 1. That there be and hereby is authorized under and pursuant to the Municipal Finance Act, and any other enabling authority, the issuance and sale of general obligation serial bonds, notes or lease purchases of the City in the aggregate principal amount of Six Hundred Forty Thousand Dollars (\$640,000) as one or more separate bond, note or lease purchase issues for purposes stated in Section 3 of said Act, as more specifically hereinafter indicated. The bonds, notes or lease purchases of each issue shall bear the City Seal, shall be signed by the manual or facsimile signature of the Mayor, countersigned by the manual or facsimile signature of the Finance Officer and shall be payable in such annual installments as shall be determined by the Finance Officer with the approval of the Mayor. Except as otherwise provided by law and this Resolution, discretion to fix the date, maturities, denomination, place of payment, form and other details of each issue of said bonds, notes or lease purchases and of providing for the sale thereof is hereby delegated to the Finance Officer.

SECTION 2. That the proceeds of said bonds, notes or lease purchases be and they are hereby appropriated for the purpose of financing costs of the following public works and improvements of a permanent nature, hereby authorized namely,

Purpose	Amount
2021 – 713921 FY2022 Vehicles (MWW)	\$640,000

It is hereby declared that the vehicles to be financed by said bonds, notes or lease purchases have a useful life in excess of 10 years.

SECTION 3. That the Finance Officer, with the approval of the Mayor, is hereby authorized to issue at one time or from time to time notes in anticipation of said bonds, notes or lease purchases and to renew or refund the same under and pursuant to and to the extent authorized by RSA 33:7a.

SECTION 4. That an amount sufficient to pay the principal of and interest on said bonds, notes or lease purchases payable in each year during which they are outstanding be and hereby is appropriated and, to the extent other funds are not available for such purpose, said amount shall be included in the tax levy for each year until the debt represented by said bonds, notes or lease purchases is extinguished.

City of Manchester
New Hampshire

In the year Two Thousand and Twenty

A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of Six Hundred Forty Thousand Dollars (\$640,000) for the 2021 CIP 713921 FY2022 Vehicles (MWW).”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

SECTION 5. That the bonds, notes or lease purchases herein authorized may be consolidated with any other issue of bonds, notes or lease purchases heretofore or hereafter authorized, provided that the last annual installment of any such consolidated issue shall be payable not later than the date on which the last annual installment of the bonds, notes or lease purchases herein authorized must be payable pursuant to this Resolution.

SECTION 6. This Resolution shall take effect upon its passage.

Manchester Water Works
FY 2022 Budget
Vehicle Purchases

Vehicle purchases:

	Cost	Yrs.	Average P&I/yr 1.00%	Total Payout	3 yrs. 2.0% inflation
6-wheel Dump truck (MACK)	140,000				148,400
10-wheel Dump Truck (MACK)	175,000				185,500
Backhoe / Loader (CAT)	150,000				159,000
F-550 (ext cab / body cabinets/ gate machine)	175,000				185,500
Sub-total	<u>640,000</u>	10	<u>67,520</u>	<u>675,200</u>	<u>678,400</u>
F-350 (Reg cab / body cabinets)	50,000				53,000
Traverse	26,000				27,560
F-350 (Reg cab) (diesel refuel tank)	33,000				34,980
Kubota Tractor M9540 (hydrostatic)	50,000				53,000
Kubota 4-wheel utility RTV	20,000				21,200
Sub-total	<u>179,000</u>	7	<u>18,616</u>	<u>186,160</u>	<u>189,740</u>
Total vehicles and equipment	<u><u>819,000</u></u>		<u><u>86,136</u></u>	<u><u>861,360</u></u>	<u><u>868,140</u></u>
				<u><u>42,360</u></u>	<u><u>49,140</u></u>

Vehicle sales:

	Purchased	Cost	Est. Value
Six wheel Dump truck	1989	35,000	10,000
10 wheel Dump Truck	2006	93,309	30,000
Backhoe / Loader (John Deere)	2001	59,510	10,000
3-1 to Watershed- gate box work			
Specialty Platform Truck	2005	74,706	25,000
10 wheel Platform truck/crane (1986)	1996	74,496	15,000
M.D. Utility service pick-up truck	2014	53,027	15,000
Kubota Tractor M9540 (gear)	2012	33,000	25,000
		<u>423,048</u>	<u>130,000</u>

Payment schedule
Assumption 1% rate

FY 2022	4,095
FY 2023	97,314
FY 2024	96,418
FY 2025	95,522
FY 2026	94,626
FY 2027	93,731
FY 2028	92,835
FY 2029	91,939
FY 2030	65,600
FY 2031	64,960
FY 2032	<u>64,320</u>
Total payments	<u><u>861,360</u></u>
Total Interest	<u><u>42,360</u></u>

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director



Commission
Patrick Robinson, Chair
James Burkush
Trixie Vazquez
Armand Forest
Kathleen Sullivan

CITY OF MANCHESTER
Department of Public Works

March 31, 2021

Board of Mayor and Alderman
c/o CITY CLERKS OFFICE
One City Hall Plaza
Manchester, NH 03103

Attention: Alderman Kevin Cavanaugh, Chairman, CIP Committee

Subject: FY22 CIP Project – Annual ROW Roadway Rehab

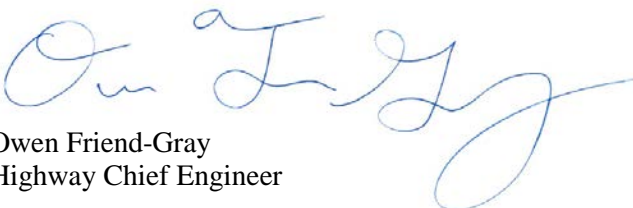
Dear Alderman Cavanaugh,

The Department of Public Works respectfully requests that the Board of Mayor and Alderman consider taking action to approve the above referenced project from the Mayor's proposed FY22 CIP Budget. An early start to this \$2.8M project will allow for continuation of the road program by extending existing contracts. This project represents the funding source for the bulk of road work and paving planned this summer and fall.

Road construction in Manchester will soon begin utilizing the remaining FY21 funds, but we are unable to continue beyond May with construction contracts and scheduling contractors without this early start. The paving industry remains busy across southern New Hampshire, and a mid-season funding interruption will limit our ability to keep up with the annual need for road repair and resurfacing.

This action has routinely been brought to your attention each spring to bridge the gap between the fiscal calendar and the construction season. A DPW representative will attend the April 6th meeting to answer any questions.

Very truly yours,



Owen Friend-Gray
Highway Chief Engineer

Cc: Kevin A. Sheppard, P.E.

CIP BUDGET AUTHORIZATION

CIP#: 710022

Project Year: 2022

CIP Resolution:

Title: Annual ROW Roadway Rehabilitation

Amending Resolution: 4/6/2021

Administering Department: DPW-Highway

Revision:

Project Description:

Annual program to preserve, resurface and/or reconstruct streets. This is the continuation of a program to maintain paved streets in good condition and upgrade the City's deteriorating infrastructure. Work will include engineering consultations to maintain and update the current asset database of roadway conditions and advise DPW on upcoming paving plans.

Federal Grants

Federal Grant: No

Environmental

Review Required: No

Grant Executed:

Completed:

Critical Events

1.	Project Initiation	4/1/2021
2.	Project Completion	6/30/2041
3.		
4.		
5.		
		6/30/2041

Line Item Budget

	BOND			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$2,800,000.00	\$0.00	\$0.00	\$2,800,000.00
TOTAL	\$2,800,000.00	\$0.00	\$0.00	\$2,800,000.00

Revisions:**Comments:**

Planning Department/Startup Form - 07/1/20

\$2,800,000.00

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty One

A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of Two Million Eight Hundred Thousand Dollars (\$2,800,000) for the 2022 CIP 710022 Annual ROW Road Reconstruction (DPW-Highway).”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

SECTION 1. That there be and hereby is authorized under and pursuant to the Municipal Finance Act, and any other enabling authority, the issuance and sale of general obligation serial bonds, notes or lease purchases of the City in the aggregate principal amount of Two Million Eight Hundred Thousand Dollars (\$2,800,000) as one or more separate bond, note or lease purchase issues for purposes stated in Section 3 of said Act, as more specifically hereinafter indicated. The bonds, notes or lease purchases of each issue shall bear the City Seal, shall be signed by the manual or facsimile signature of the Mayor, countersigned by the manual or facsimile signature of the Finance Officer and shall be payable in such annual installments as shall be determined by the Finance Officer with the approval of the Mayor. Except as otherwise provided by law and this Resolution, discretion to fix the date, maturities, denomination, place of payment, form and other details of each issue of said bonds, notes or lease purchases and of providing for the sale thereof is hereby delegated to the Finance Officer.

SECTION 2. That the proceeds of said bonds, notes or lease purchases be and they are hereby appropriated for the purpose of financing costs of the following public works and improvements of a permanent nature, hereby authorized namely,

Purpose	Amount
2022 CIP 710022 Annual ROW Road Reconstruction (DPW-Highway)	\$2,800,000

It is hereby declared that the infrastructure improvements to be financed by said bonds, notes or lease purchases have a useful life in excess of 20 years.

SECTION 3. That the Finance Officer, with the approval of the Mayor, is hereby authorized to issue at one time or from time to time notes in anticipation of said bonds, notes or lease purchases and to renew or refund the same under and pursuant to and to the extent authorized by RSA 33:7a.

SECTION 4. That an amount sufficient to pay the principal of and interest on said bonds, notes or lease purchases payable in each year during which they are outstanding be and hereby is appropriated and, to the extent other funds are not available for such purpose, said amount shall be included in the tax levy for each year until the debt represented by said bonds, notes or lease purchases is extinguished.

City of Manchester
New Hampshire

In the year Two Thousand and Twenty One

A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of Two Million Eight Hundred Thousand Dollars (\$2,800,000) for the 2022 CIP 710022 Annual ROW Road Reconstruction (DPW-Highway).”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

SECTION 5. That the bonds, notes or lease purchases herein authorized may be consolidated with any other issue of bonds, notes or lease purchases heretofore or hereafter authorized, provided that the last annual installment of any such consolidated issue shall be payable not later than the date on which the last annual installment of the bonds, notes or lease purchases herein authorized must be payable pursuant to this Resolution.

SECTION 6. This Resolution shall take effect upon its passage.

Matthew Normand
City Clerk




JoAnn Ferruolo
Assistant City Clerk

Lisa McCarthy
Assistant City Clerk

CITY OF MANCHESTER
Office of the City Clerk

MEMORANDUM

To: Committee on Community Improvement
Aldermen Cavanaugh, O'Neil, Sapienza, Roy, and Porter

From: Matthew Normand, City Clerk 

Date: March 22, 2021

Subject: Extension of Project End Date – CIP 812221

On October 6, 2020, the Board of Mayor and Aldermen approved a grant award for our office in the amount of \$65,108 from the Center for Technology and Civic Life for Safe and Secure Election Administration. The grant had an end date of 12/31/2020. The grantor allowed for a six month grant extension for which we applied in January. We have been granted that extension by CTCL.

We are, therefore, requesting approval to extend the project end date for CIP 812221 to 6/30/2021.

Thank you for your consideration.

Matthew Normand
City Clerk




JoAnn Ferruolo
Assistant City Clerk

Lisa McCarthy
Assistant City Clerk

CITY OF MANCHESTER
Office of the City Clerk

MEMORANDUM

TO: Committee on Community Improvement
Aldermen Cavanaugh, O'Neil, Sapienza, Roy, Porter

FROM: Matthew Normand
City Clerk 

DATE: March 30, 2021

RE: Conservation License Plate Grant Program

We are requesting permission to apply for a grant of up to \$10,000 from the New Hampshire State Library Conservation Plate Grant Program (Moose Plate Grant) to restore historic and one-of-a-kind ledgers of the Board of Mayor and Aldermen. These ledgers document the board's orders from 1864-1953. The orders issued by the Board of Mayor and Aldermen cover a wide variety of historical topics, including bounties related to the Civil War, the construction of schools and bridges, the distribution of smallpox vaccines, and the commissioning of the Lincoln Statue that resides at Memorial High School. The ledgers are in desperate need of conservation treatment, and digitization will allow for these records to be freely accessible to the public online.

The Moose Plate Grant is dedicated to preservation and conservation activities conducted on publicly owned documents and materials. If we are awarded grant-funding, these historic public records will be preserved for future generations of Manchester's citizens. There is no funding match requirement for grant recipients.

Thank you for your consideration.



CITY OF MANCHESTER

Joyce Craig
Mayor

MEMORANDUM

To: Board of Mayor and Aldermen
From: Mayor Joyce Craig
Date: February 25, 2021
Re: Request to Apply for EDA's Public Works & Economic Adjustment Assistance programs

Dear Members of the Honorable Board,

For many months, my office, along with the Highway Department and the Planning and Community Development Department has been working with DEKA, ARMI, Southern New Hampshire Planning Commission, and the Regional Economic Development Center (REDC) to discuss ways to advance innovation and technology-based industrial development in Manchester.

One opportunity is ARMI's work in establishing a new manufacturing industry for tissue engineered medical products in Manchester, which, if successful, has the potential to create thousands of jobs in our community. To continue this work, ARMI is investing in infrastructure, and may be eligible to receive grant funding for their proposed Vertiport.

With the Vertiport, in a few years it will be possible to fly from Cambridge to Manchester in 15 minutes. Manchester's emerging Tissue industry provides the opportunity to launch this capability by transporting lifesaving cargoes of human tissue to hospitals in Dartmouth and Cambridge. As a result, we hope this may be the first commercial Vertiport in the United States.

In September 2020, discussions began on a possible submission for the Economic Development Administration (EDA)'s Public Works and Economic Adjustment Assistance (EAA) programs, in support of ARMI's Vertiport. However, program applications must be submitted by the municipality.

These programs provide economically distressed communities and regions with comprehensive and flexible resources to address a wide variety of economic needs. Projects funded by these programs will support work in Opportunity Zones and will support the mission of the City by, among other things, leading to the creation and retention of jobs and increased private investment, advancing innovation, enhancing the manufacturing capacities of regions, providing

workforce development opportunities, and growing ecosystems that attract foreign direct investment.

The EDA program requires an 80/20 match. DEKA has committed to sourcing the required 20% match from private industry, meaning that no financial commitment will be placed on the City, excluding staff time to assist with preparing the application.

The City will work with the REDC to complete and submit the application. The REDC will pull together a majority of the application, including compiling information, editing, and formatting text, writing sections, and assembling the application.

There are sections that the City will be required to write and/or supply to REDC, including engineering cost estimates, environmental narrative, and budget narratives, among other things.

Grants are accepted on a rolling basis, as long as funds are available, so timing is essential.

Given the opportunity this grant presents, I am respectfully asking the Board to authorize the Planning and Community Development Department to apply for the Economic Development Administration's Public Works and Economic Adjustment Assistance programs, in partnership with DEKA and ARMI.

This action will allow City staff to begin work on the application as soon as possible. Thank you for your consideration of this request.



To: Manchester Board of Mayor and Aldermen
From: Dean Kamen
Subject: Letter of Support for the EDA Vertiport Grant Application
Date: February 9, 2021

Mayor Craig and Aldermen,

It's an honor to share with you an opportunity that could have a meaningful impact on the economic trajectory of our city.

The Advanced Regenerative Manufacturing Institute is working to establish a new manufacturing industry for tissue engineered medical products in Manchester. If ARMI is successful in this endeavor, the companies based here will create thousands of high-skilled jobs; careers that are the envy of any thriving city.

Our success is not guaranteed and we face tremendous competition from emerging biotech clusters across the country. We are in a race against San Diego, Washington DC, New York, and San Francisco to establish Manchester as the leading destination for Tissue Engineering. In such a competition, we must align ourselves with the Cambridge biotech ecosystem to include Manchester as a hub for tissue manufacturing. This association will allow us to compete favorably with any city in the world.

The key to making this case is to present entrepreneurs and investors with a tightly integrated regional ecosystem. Many relationships have already been established, but we must also invest in infrastructure to make the linkages between Cambridge and Manchester more explicit.

This is where a Vertiport could add significant value: within a few years it will be possible to fly from Cambridge to Manchester in 15 minutes, in a new breed of electric aircraft. Manchester's emerging Tissue industry provides the perfect opportunity to launch this capability by transporting lifesaving cargoes of human organs to hospitals in Dartmouth and Cambridge. This use case attracted our partner BETA to work with us to establish what may be the first commercial vertiport in the United States.

The Economic Development Administration provides 80% matching grants for opportunity zone projects, and Manchester's Millyard qualifies for this program. EDA has expressed support for our project concept, and the 20% match required will be provided by private industry, meaning that no financial commitment will be placed on the city to apply for this grant.

340 Commercial Street
Manchester, NH USA 03101-1108
Tel 603-669-5139 Fax 603-624-0573

In this time of scarce resources, leveraging our private sector commitment to secure matching Federal funds is a responsible way to advance the economic future of our city. On that basis, we respectfully ask the board's approval to submit a grant application to the EDA. Thank you for your consideration in this matter.

Respectfully,

A handwritten signature in black ink, appearing to read "Dean Kamen". The signature is fluid and cursive, with a long horizontal stroke at the end.

Dean Kamen